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Guide to the Records of the Evening Division

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Guide to the Records of the Evening Division

UA.01.038

Finding aid prepared by Catherine Carey

This finding aid was produced using the Archivists' Toolkit

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Summary Information

Repository	La Salle University Archives
Title	Records of the Evening Division
Date	1915-2005
Extent	5.0 Linear feet
Language	English

Preferred Citation

Records of the Evening Division (UA.01.038), Connelly Library, La Salle University Archives.

Administrative History

The Evening Division was established at La Salle College in 1946. However, there were a few, short-lived attempts to offer similar programs earlier in La Salle's history. The first attempt at offering evening classes was in 1874. Though the program was popular, it only lasted one year because of the burden that teaching both day and evening courses had on some faculty members. A second attempt was made in 1915, though this program was dropped in the midst of World War I. Evening classes were offered again in the early 1940s but the program was again cancelled.

At the end of World War II, La Salle College expanded its facilities to accommodate the expected surge in enrollment of returning veterans. The school decided to expand its course offerings to include an evening program at this time as another form of accommodation. Dr. Joseph Sprissler was named the Evening Division's first director, and classes began with 36 students in the fall of 1946.

Initially, the Evening Division had a vocational focus and only offered courses in business administration. A large percentage of students in the early years of the Evening Division received some form of tuition aid from their employer—mostly local Delaware Valley businesses. As enrollment grew to over 1,000 by the early 1950s, the Evening Division expanded its science offerings. By 1953, students could earn degrees in business administration, chemistry, and physics. In the 1960s, courses of study in the liberal arts were added.

The Evening Division continued to expand its program offerings through the decades. In the spring of 1967 it began offering enrollment to women, three years before La Salle College as a whole went coeducational. In 1974 it also established the Continuing Education for Women program. Though the Evening Division was already open to female students, this program was aimed at women over age 25 who wanted to resume their college career, or begin college courses for the first time. The program offered opportunities for women to return to school after an extended absence and placed an emphasis on counseling these students.

The Evening Division added weekend classes and summer sessions in the early 1970s. Off-campus sites were added in others areas of the city of Philadelphia and in Bucks County in the 1980s.

In 1991, the Evening Division was renamed the School of Continuing Studies and was further restructured as the Office of Continuing Studies in 1995.

In 2005, the Office of Continuing Studies was again restructured and renamed the College of Professional and Continuing Education.

Deans of the Evening Division

1946-1953	Dr. Joseph J. Sprissler
1953-1961	Brother Gregory Paul

1961-1969	Brother Francis Emery (Brother Emery Mollenhauer)
1969-1970	Brother Walter Paulits
1970-1977	Thomas M. Coffee, Ph.D.
1977-1984	Brother Claude Demitras
1984-1985	Joseph Brogan, Ph.D.
1985-1994	Glenda Kuhl, Ph.D. (Evening Division and School of Continuing Studies)
1996-2005	Elizabeth Heenan, M.Ed. (Office of Continuing Studies, continued as Assistant Dean of CPCS)

Scope and Content

The bulk of this collection documents the history and programming of the Evening Division from its inception in 1946 until 1991, when it was renamed the School of Continuing Studies. There is one piece of extant material from a pre-cursor evening program which began in 1915. The collection also documents the School of Continuing Studies (later the Office of Continuing Studies) through course rosters, pamphlets, and a limited number of annual reports.

The collection consists of subject files, reports, newsletters, course catalogs, rosters, faculty files, and promotional materials.

Arrangement Note

The records of the Evening Division came to the Archives in multiple accessions and were subsequently separated and rearranged by subject. Original order was lost to such an extent that no attempt to reconcile it could be made. The collection was arranged in seven series that reflect the major composition of the collection.

Series

- I Subject Files
- II Reports
- III Programs

IV Publications
V Course Rosters
VI Faculty Files

Administrative Information

Publication Information

La Salle University Archives

Controlled Access Headings

Personal Name(s)

- Brogan, Joseph V.
- Coffee, Thomas M. Sr., 1921-2010
- Demitras, Gregory C.
- Heenan, Elizabeth
- Kuhl, Glenda
- Mollenhauer, Emery, Brother
- Paulits, Walter, Brother
- Sprissler, G. Paul, Brother, 1907-

Subject(s)

- Adult education.
- Evening and continuation schools.
- La Salle College--Evening Division.
- La Salle University--History.
- La Salle University--Office of Continuing Studies.
- La Salle University--School of Continuing Studies.

I. Subject files

Collection Inventory

I. Subject files

Scope and Content

This series contains administrative records, correspondence, records of the day-to-day operation of the Evening Division, and some ephemera.

Box

AACSB Accreditaion

1

Academic Affairs Committee, 1961-1967

1

Academic Probation

1

Restricted

Materials containing information about individual students are restricted.

Application Forms

1

Association of University Evening Colleges Conference, 1967

1

Awards Cermonies

1

Commencement, 1952-1977

1

I. Subject files

Committee on Curriculum Revision, 1973	1
Credit Transfers, 1976	1
Curricula, 1962	1
Deans Honor List, 1980s	1
Enrollment Statistics and Grade Distribution Lists, 1960s-1980s	1
Evening Collegian	1
Evening Division Accounting Association, 1970	1
Fiftieth Anniversary, 1996	1
Identification Cards, 1969	1
Liberal Arts Degree Proposal, 1962	1
Middle States Evaluation, 1974	1
National Adult and Continuing Education Week, 1994	1
Night School, 1916	1
Operations Manual, 1980s	1

II. Reports

Orientation, 1960s-1980s	1
Revision of Business Curricula, 1972	1
Scholarship Fund, 1971	1
Student Awards	1
Student Congress, 1970s-1990s	1

II. Reports

Scope and Content

This series is primarily composed of annual reports prepared by the Evening Division. Also included are reports on self-studies.

Box

Annual Report, 1971-1972	2
Annual Report, 1972-1973	2
Annual Report, 1973-1974	2
Annual Report, 1974-1975	2
Annual Report, 1975-1976	2

II. Reports

Annual Report, 1976-1977	2
Annual Report, 1977-1978	2
Annual Report, 1978-1979	2
Annual Report, 1984-1985	2
Annual Report, 1985-1986	2
Annual Report, 1986-1987	3
Annual Report, 1987-1988	3
Annual Report, 1990-1991	3
Annual Report, 1992-1993	3
Annual Report, 1993-1994	3
Annual Report, 1995-1996	3
Character of the Evening Division, 1966	3
A Five-Year Look at the Evening Division, 1977-1982	3
Self-Study, 1964	3

III. Programs

III. Programs

Scope and Content

This series is made up of six subseries that correspond to Evening Division programs. The files contain program proposals, reports, correspondence, and pamphlets.

Continuing Education for Women

Box

Annual Reports, 1975-1982

4

Correspondence, 1980s

4

Pamphlets, 1970s-1990s

4

Women's Advisory Board, 1970s

4

Nursing Program

Box

1974

4

Weekend Campus

Box

Coupon and Promotional Response Report, 1975

4

Off-Campus Programs

Pamphlets and Course Rosters, 1970s	4
-------------------------------------	---

Preliminary Program Description, 1974	4
---------------------------------------	---

Scrapbook, 1975	Oversized
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Off-Campus Programs

Box

Annual Reports, 1977-1987	4
---------------------------	---

Budget, 1981-2000	5
-------------------	---

Clippings, 1980s	4
------------------	---

Pamphlets, 1980s-1990s	5
------------------------	---

Program Proposals and Planning Documents, 1979-1985	4
---	---

Sisters' Science Institute 1963

Box

1963	5
------	---

Summer Sessions

Box

Summer Sessions

Course Rosters and Pamphlets, 1950s	5
Course Rosters and Pamphlets, 1960-1964	5
Course Rosters and Pamphlets, 1965	5
Course Rosters and Pamphlets, 1966	5
Course Rosters and Pamphlets, 1967-1969	5
Course Rosters and Pamphlets, 1970-1972	6
Course Rosters and Pamphlets, 1973	6
Course Rosters and Pamphlets, 1974-1975	6
Course Rosters and Pamphlets, 1974-1975	6
Course Rosters and Pamphlets, 1976-1979	6
Course Rosters and Pamphlets, 1980-1983	6
Course Rosters and Pamphlets, 1990-1994	6
Course Rosters and Pamphlets, 1995-2002	7
Reports, 1969, 1971, 1976	7

IV. Publications

IV. Publications

Scope and Content

This series contains student and faculty newsletters, bulletins, guides, and handbooks.

Box

Evening Bulletin, 1967-1978

7

Evening Bulletin, 1979

7

Evening Bulletin, 1980

7

Evening Explorer, 1995-2006

7

Evening Gazette, 1976-1978

7

Explorations, 1985-1989

7

Faculty Guide, 1965-1967

8

Faculty Guide, 1972-1975

8

Faculty Newsletter, 1965-1969

8

Guide to Area Graduate Schools, 1960s

8

School of Continuing Studies Major Descriptions, 1990s

8

V. Course Rosters & Pamphlets

Student Handbooks, 1971-1981

8

V. Course Rosters & Pamphlets

Scope and Content

This series contains course descriptions and class schedules as well as informational and promotional pamphlets distributed by the Evening Division and the School of Continuing Studies.

Box

1950s-1978

8

1981-1986

8

1987-1989

8

1990-1991

9

1992-1993

9

1994

9

1995-1997

9

1997-2002

10

2002-2003

10

VI. Faculty Files

2004-2005

10

VI. Faculty Files**Scope and Content**

The bulk of this series consists of faculty files arranged by the first letter of the faculty member's last name. These files contain biographical information forms, curriculum vitae, correspondence, and student evaluations ranging from the 1960s to the 1980s. Materials are arranged alphabetically by last name within each file. Also included in this series are files on individual faculty members.

Restrictions

Certain files in this series may be restricted.

Box

A

10

B (1/2)

10

B (2/2)

10

C

11

D-E

11

I-J

11

K

11

VI. Faculty Files

L	11
M (1/3)	12
M (2/3)	12
M (3/3)	12
N	12
R-T	13
Brogan, Joseph, 1981-1986	13
Coffee, Thomas, 1967-1972	13
Demitras, Bro. Claude, 1977-1984	13
Faculty Listings, 1964-1983	13
Faculty Meeting Minutes, 1965, 1989	13
Kleis, John	13
Kuhl, Glenda, 1985-1994	13
Mollenhauer, Bro. Emery, 1961-1969	13

VI. Faculty Files

Nominees for English Chairperson, 1979

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